

APPENDIX A

PRESENT RECORDS HOLDINGS

It is estimated that the Agency now has in its possession 92,000 cu. ft. of records. The following factors are the basis for this estimate.

1. Total number of pieces of filing equipment in the Agency - 16,733.
2. The average capacity of the various types of filing equipment - 5.5 cu. ft.
3. Factors offsetting one another, such as:
 - (a) Space in filing equipment utilized for overnight storage.
 - (b) Records maintained in places other than filing equipment, such as on shelves in vaulted areas.